

Appendix C: Reports of Disasters

BUILDING PROBLEMS AND/OR DISASTER RECOVERY REPORT

This form is to be completed in stages. It should accompany the damaged materials and be filled out by the staff members who are working on them.

I. BUILDING

Floor/stack: _____ Date: _____

Ranges/room: _____ Time: _____

Person reporting problem: _____

Nature of problem: _____

Immediate action taken to minimize damage: _____

Personnel involved: _____

II. LIBRARY MATERIALS

Type of materials: _____

Quantity: _____

III. RECOVERY OPTIONS USED (List approximate number of items treated by each method listed below.)

Air Dry: _____

Freeze: _____

Replacement: _____

Rebind: _____

Dispose of/no replacement: _____

Contract with private concern: _____

Evidence of mold: Yes { } No { }

Personnel involved: _____

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BUILDING PROBLEMS AND/OR DISASTER RECOVERY REPORT (continued)

IV. FOLLOW-UP

Action taken: _____

Date disaster area cleaned: _____ By Whom: _____

Date returned to shelves: _____

Short narrative of disaster and subsequent recovery:

[illegible]

Has this area been the site of previous problems? _____

If so, most recent date: _____

V. BUDGET

Staff hours: _____

Supplies: _____

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SUMMARY DESCRIPTIONS OF PAST DISASTERS

Type of disaster: _____

Location: _____ Date: _____

Description: _____

Type of disaster: _____

Location: _____ Date: _____

Description: _____

**FILL OUT THIS FORM ONLY ONCE. WHEN THE FIRST MANUAL IS DEVELOPED.
DON'T UPDATE ON THIS FORM. USE X:C.1 OR X:C.2 PER DISASTER MANUAL.**